

QI Program
Division of Analytical Chemistry

February 8, 2008
1:00 pm – 2:00 pm
Room 123

Agenda Items:

→ The **problem log** will be revamped to better fit the needs of our division. Please email your ideas to Kristen Pribeck prior to the meeting.

→ An update on current **QI study projects** and future projects will be discussed. Each laboratory should be prepared with either a project idea or identification of an area for improvement within your lab.

Records Review:

Following the meeting, please bring the following records, with accompanying coversheet, to Julie's office for review:

1. Autoclave attest records
2. New lot verification documentation for new lots verified since Sept. 2007
3. Documentation verifying accurate transmission of electronic results